

**PROPOSAL APPLICATION INSTRUCTIONS FOR APPLYING FOR FUNDING UNDER THE
2004 CITY OF ATLANTA CONSOLIDATED PLAN PROGRAMS :
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), EMERGENCY SHELTER GRANT (ESG),
AND HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)**

IMPORTANT: APPLICATIONS ARE DUE NO LATER THAN 4:00 PM ON MAY 15, 2003

This package provides information about program requirements, policies, and the application process for funds provided to the City of Atlanta under the U.S. Department of Housing and Urban Development (HUD) Consolidated Plan programs. The Consolidated Plan, which covers the years from 2000-2004, sets priorities for the expenditure of HUD program funds through the year 2004.

I. Pre-Qualification Criteria for New Applicants

Before proceeding to complete the application form, please review the following Pre-Qualification Criteria. If your agency (or sponsoring partner) cannot provide documentation that it meets all of these criteria at the time of application submission, your application will not be considered for funding. (*Note: Governmental agencies proposing to serve City of Atlanta residents are not required to meet these criteria, except for #5.*)

Requirement	Documentation
1. Applicant must have had 501(c)(3) non-profit status at least 2 full years, have 2 full years of operating experience under another non-profit entity which meets this criteria, or be a governmental entity proposing to serve City of Atlanta residents.	Copy of IRS 501(c)(3) form from applicant or agency under which program has operated at least 2 full years
2. Applicant must be registered and licensed to do business in the State of Georgia at the time of application.	Current Certification from Secretary of State
3. Applicant must have at least 12 months experience in an area directly related to proposed activity, be partnered with non-profit which has such experience, or have principal staff with such experience.	Documentation may include letters of support, funding commitments, resumes of principal staff, and descriptions of past activities.
4. Applicant (or sponsoring agency, if applicable) must have a financial statement which covers at least 12 months of operation, prepared by a qualified accountant or service. If agency has annual income that exceeds \$100,000, applicant must have conducted an annual independent audit, which must be submitted with application. Audit must be no older than 12 months prior to application.	2 copies of audit or financial statement which meets criteria described.
1. Applicant must submit copy of written financial management procedures, including policies/procedures for (a) managing and tracking cash receipts/disbursements, (b) budgeting, (c) purchasing or procurement, and (d) program income	Copy of written financial management procedures.

DO NOT SUBMIT AN APPLICATION IF YOU CAN NOT MEET ALL OF THE ABOVE CRITERIA.

II. Pre-Qualification Criteria Applicants Currently Receiving Funding

Applicants whose project(s) were approved for funding under these programs in the 2003 contract year must meet the following additional pre-qualifications at the time of application in order to qualify for funding consideration of a proposed new project and/or continuation project:

1. Agency must be in compliance with all terms of its previous year's contract agreement.
2. Agency must not have any outstanding HUD or City monitoring findings.

III. Eligible Applicants Who May Apply

The City accepts proposals from any source, including agencies, governmental entities, civic groups, and individual citizens. However, only certain types of applicants may be designated as *grant recipients*. These include governmental agencies within the City of Atlanta and private *non-profit* organizations serving the City of Atlanta. Requests for individual assistance, either as a homeowner or for a business, should *not* be made on this Application Form; but as follows:

1. Individual homeowners needing housing assistance - call the Bureau of Housing Code Enforcement at (404) 330-6390 for direct assistance information.
2. Individual for-profit businesses needing development assistance – call the Atlanta Business Development Initiative at 404-817-7675.
3. Individual for-profit housing developers – call the Bureau of Housing and Code Enforcement at (404) 330-6410
4. Individuals needing sidewalks – call the Department of Public Works at (404) 330-6240 or visit the City of Atlanta website at www.ci.atlanta.ga.us.
5. CHDOs requesting operating grants – call the Bureau of Housing and Code Enforcement at (404) 330-6410

IV. Funding Sources Covered by This Application

The City of Atlanta requires the completion of this application form for grants under any of *three* different City funds. These funds are annual grants the City receives from HUD under its Consolidated Plan grant programs, and their primary purposes are:

1. **Community Development Block Grant (CDBG)** – to provide housing, improve living conditions, improve community facilities, and expand economic opportunities, principally for low and moderate income persons;
2. **HOME Program** – to expand the supply of decent, safe, sanitary and affordable housing with primary attention to rental housing for very low-income families, and to strengthen the City's ability to assist the financing and development of low and very-low income housing; and
3. **Emergency Shelter Grant (ESG)** – to provide safe and sanitary shelter and supportive services for the homeless.

Each of these funding sources has a different purpose and different eligible activities that can be funded. Applicants do not specify under which source they want their proposal to be considered; the City will determine which fund is the best fit for the proposed project. (The funding sources are described in more detail starting on page 7.)

V. The Consolidated Plan Priorities

The priorities for these three grant programs are spelled out in detail in the City's adopted "Consolidated Plan for 2000-2004." The City's vision of Atlanta includes providing decent affordable housing, creating and maintaining safe and livable neighborhoods, and fostering economic opportunities for all of its citizens. The major focus of the Consolidated Plan is affordable housing and homeless assistance, especially for low-to-moderate income families as required by HUD. Key priorities include:

1. Improving the existing housing stock
2. Increasing affordable housing opportunities
3. Revitalizing and preserving neighborhoods
4. Supporting a continuum of care and inter-jurisdictional collaborations to address the needs of families and individuals who are homeless in Atlanta
5. Supporting social services that enable families and individuals to meet their basic life needs and improve their quality of life
6. Improving infrastructure and public facilities to make neighborhoods more livable, accessible and safe

Refer to the attached *2004 Preliminary CDBG/ESG/HOME Ranking Form* for specific priorities in each of the following funding categories: affordable housing, economic development, homeless facilities, environmental and community facilities, public services (includes both job training and social services), accessibility for the disabled, historic preservation, and planning and administration.

The ranking sheet incorporates the Consolidated Plan priorities and weights the ranking in favor of projects that address these priority areas. The ranking criteria should be reviewed prior to completing the application for funding. The ranking form may change slightly prior to final proposal review.

VI. The Proposal Review Schedule and Process

The grant programs operate on a calendar-year basis, with program years that begin January 1, but because funding to the City is often delayed, funding is available for disbursement to projects beginning in March/April.

The proposal review/processing schedule begins well ahead of the calendar program year, due to the comprehensiveness of the proposal evaluation process, the significant amount of funding being allocated (roughly \$20 million), and the large number of proposals being considered (from 180-220 each year, with requests exceeding available funds by 8:1 or more). The proposal process schedule is as follows:

March through mid-May: Application packages are available beginning in March. Completed applications requesting YR 2004 funding must be received by the City of Atlanta ***no later than 4:00 PM on May 15, 2003.***

Mid-May through early September: Applications are reviewed and evaluated from mid-May through the summer months. All applications are shared with citizens, reviewed by City departments, and evaluated on a number of factors including eligibility, feasibility, zoning, impact, implementation timing and concerns, and Consolidated Plan priorities.

During the review period, applicants may be asked to provide additional information or clarification on their proposals as needed. All organizations, whether or not they have previously received funding under these programs, are subject to on-site reviews of agency records during the proposal process.

Proposals are evaluated and ranked using the City's proposal ranking form. Recommended projects and funding levels are then determined by the Executive Branch, which transmits these recommendations to the Community Development/Human Resources Committee of the Atlanta City Council.

Early September through October: The Community Development/Human Resources Committee holds a September/October public hearing on the proposed program. The Committee recommends action to the full Council, which adopts the program and any Council changes in October or early November. The written Annual Action Plan for 2004, incorporating the Council changes, if any, is then finalized.

Mid-November through December: The Annual Action Plan is submitted in early November to HUD, which then conducts its own review and issues program approval.

VII. Application Submission Instructions

Application Availability: Contact Grants Management at 404-330-6112 and request an application form or pick up an application form at the Grants Management Office (City Hall, 68 Mitchell Street, SW, Suite 15100, Atlanta, Georgia 30335) between the hours of 9:00 a.m. and 5:00 p.m. The Grants Management TDD number for the hearing impaired is 404-658-7182.

The application form is also available on the Web at: <http://www.tri-j.net>. Click on the Announcements link.

City of Atlanta Grants Management staff is available to provide technical assistance on how to complete an application if you call (404) 330-6112, Monday through Friday, 9:00 a.m. - 4:00 p.m. Those proposers desiring technical assistance prior to submission of their proposal should request assistance as early in the submission period as possible.

Application Forms: There are two different application forms:

- New Project Application Form is to be used for those projects that have not been funded from these grant programs during the current calendar year. *The instructions in this information package apply primarily to new projects.*
- Continuing Project Application Form is to be used for those projects that are currently receiving funding under one or more of these grants. (However, if you are proposing a *significant change*, such as a greatly expanded scope of service or different client group to be served, you should use the New Project Application Form. Contact Grants Management if you are in doubt as to which form to use.)

Submission Requirements:

1. Separate Applications for Separate Projects: Requests for funding in more than one major funding category (e.g. affordable housing, economic development and/or job training) should be submitted on *separate* application forms. If a significant new component is being requested for a currently-funded project, the new component may require a separate application on the New Project form. It is recommended that you talk to Grants Management to make the determination of whether a separate application is necessary.
2. One Application for Capital and Operating Funds at a Single Site: If a new project proposal is requesting funding for property acquisition/development and also for the facility/program operations of that same project site, these requests may be combined in one application. Please follow the instructions in each section of the application form in order to clearly describe both the development and operating components of your proposal.

PLEASE NOTE: If the sponsoring organization (i.e. grant subrecipient) for the development component is different from the sponsoring organization for the operations, then each sponsor organization must complete separate applications. In this case, please point out the relationship between the two proposals in *Section E, Detailed Project Description* of the Application Form.

3. Two-Year Funding Requests: Some direct services projects will be awarded two-year funding commitments. To qualify for two-year funding, a project must have received City grant funding for at least the most recent 3 program years, make a significant contribution to a priority/objective in the Consolidated Plan, have no significant unresolved audit or monitoring findings, exhibit no program instabilities, and have a relatively high ranking. The two-year commitment is contingent upon availability of funds.
4. Project Outcomes: The City reviews project success in terms of the impact on clients and beneficiaries. The application forms contain a section for your use in explaining your anticipated project Outcomes. Describe the major Outcomes of this project, what Tasks (agency activities) are necessary to realize the desired Outcomes, and how the Outcomes will be measured. Further explanation is provided in the application form, and you may call Grants Management (404-330-6112) for assistance.
5. Application Copies: One original signed copy and 5 additional signed copies (6 total) of the completed application, including all attachments that are an integral part of the application. However, only two copies of Exhibits should be provided and they should not be attached to the applications. A listing of required Exhibits is included in the Application form. All sections of the application should be completed unless they are clearly not applicable to your proposal. If you do not have requested information, explain why and/or when information will be provided. *Please do not bind your application or insert divider pages.* Number all pages of the application clearly and in order, including attachments.
6. Audit/Financial Statements:
Applicant must provide two (2) copies of the most recent audit (not older than 2001) or financial statement (See “I. Pre-Qualification Criteria” above). *These audits/financial statements may be*

bound and should be the last Exhibit in the application and should not be stapled or bound to the rest of the application.

7. Implementation Timetable:

The City is required to expend CDBG dollars in a timely manner. Each year, HUD evaluates the City's expenditures on November 15. If a jurisdiction has more than 1.5 times its annual grant amount unspent by this date, these grant dollars will be taken back by HUD. All applicants should apply for only those funds that can be expended within a 12-month period, which may require phasing some larger projects. Furthermore, the application should document the applicant's experience and capacity to implement activities expeditiously. The City intends to fund projects that are ready for implementation and can be fully expended in no more than 12-18 months from the time that HUD funds are received in March 2004. The application form requires that you submit a detailed Timetable that sets forth the dates on which project implementation will begin, major components will take place, and project completion will occur. Projects that cannot expend all funds within this timeframe should be phased or should seek City funding only when other project components are completed.

VIII. The Citizen Review Process

All qualified applications are made available for citizen review and citizen input is incorporated into the evaluation process. Proposals for *citywide* activities are shared with the Atlanta Planning Advisory Board, which is made up of representatives from every Neighborhood Planning Unit (NPU) in the City. Proposals for *site-specific* activities are shared with the affected NPUs, which may include presentation and discussion of these activities on the agenda of one or more monthly NPU meetings. Applicants whose proposals relate to specific NPUs will receive an "NPU Notice To Appear" from the City's NPU Coordinator detailing the scheduled time and location at which to appear before an NPU meeting. The title and description from the first page of the application will be placed on applicable NPU agendas. Applicant should be aware that failure to meet with the NPU could result in a negative recommendation from the NPU, which will factor into the overall ranking of the project. All aspects of an Application will be subject to public review, with the exception of your board of directors' home/office addresses and financial audit, which should be submitted as separate documents.

IX. Commonly Asked Questions

Q. *What if I don't meet all of the Pre-Qualification Criteria but hope to be able to meet them before actual funding is provided in the year 2003?*

A. Applications that do not meet all of the Pre-Qualification Criteria at the time of application will not be reviewed for funding. Do not submit an application if you do not meet all of the Pre-Qualification Criteria. If you have questions about this area, contact Grants Management at (404) 330-6112.

Q. *What if I don't have all the information requested on the application?*

A. Complete every question in some way. If requested information is not available, state that it is not available, when it will be available, and the problems which prevent the submission of the requested information.

Q. *Who needs to submit an audit with the application? Can a yearly financial statement be submitted instead?*

A. Agencies that have an annual income of less than \$100,000 may submit the most recent yearly financial statement (no older than 2001), if an independent audit has not been done. For agencies with annual incomes exceeding \$100,000, a financial statement is *not* an acceptable submission substitute for an audit. Agencies that have an annual income that exceeds \$100,000 must have an annual independent audit. Applicants that receive more than \$300,000 in federal or federally-derived funding should have an A-133 audit. Two (2) copies of the organization's *most recent* audit should be submitted (no older than 2001 audit).

Q. *How many copies of the appendices and attachments does the City need?*

A. Most appendices are an integral part of the application itself and should be included with each of the application copies. However, only two (2) copies of the financial statement or audit are required and should be attached as the final attachments in the Application package. Only one (1) copy of brochures or other, non-Application specific exhibits should be submitted .

Q. *When can I submit an application? Do I have to wait for the May 15th deadline?*

A. The City of Atlanta accepts applications at any time, but only those applications submitted by the May 15th, 2003, 4:00 PM deadline will be considered in the 2004 annual funding competition. It helps the City in processing the volume of applications received if applications are submitted at least a week or two preceding May 15th, rather than on the last day.

X. Budget Simplification

In order to reduce project management, monitoring, and financial record-keeping requirements, we are asking applicants to simplify their budgets whenever possible by reducing the line items requested from these funds. For example, we would prefer to pay 100% of a staff position rather than 50% of a staff position, supplies, and audit costs. Your assistance in this effort will be appreciated.

XI. COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

A. What are the National Objectives of the CDBG Program?

CDBG funding is restricted to activities that meet one of three primary national objectives:

1. To benefit low and moderate income persons: At least 70% of the City's CDBG grant *must* be used for this purpose. Projects under this objective must either directly or primarily benefit low and moderate income City of Atlanta residents (as defined by Section 8 Income Guidelines; see below) *or* serve low- and moderate-income areas of the City (see attached CDIA map). *Note the CDIA boundaries are subject to change when new 2000 Census data is released.*

2/20/03 Sec. 8 Income By Family Size	1	2	3	4	5	6	7	8 or more
ANNUAL Very Low. Inc.	24,900	28,500	32,050	35,600	38,450	41,300	44,150	47,000
ANNUAL Low/Mod Inc.	39,550	45,200	50,850	56,500	61,000	65,550	70,050	74,600
MONTHLY Very Low Inc	2,075	2,375	2,671	2,967	3,204	3,442	3,679	3,917
MONTHLY Low/Mod Inc.	3,296	3,767	4,238	4,708	5,083	5,463	5,838	6,217

2. To eliminate slum and blight by directly addressing slum and blight in individual facilities or in State-approved Redevelopment Areas. To determine if you are located in a Redevelopment Area, call the Bureau of Planning at (404) 330-6145.
3. To meet urgent needs (serious and immediate threat to the health and welfare of the community). This category is rarely used because CDBG funding cannot be made available quickly and serious health and safety concerns must be addressed promptly. Therefore, *the City is not soliciting proposals for this category.*

B. What Activities Are Eligible for CDBG Funding?

1. Acquisition of real property
2. Disposition of real property acquired with CDBG funds
3. Acquisition, construction, or renovation of public or private facilities, e.g. parks, sewers, neighborhood centers, and street improvements
4. Demolition and clearance
5. Social services and job training and placement activities (federal regulations restrict funding in this category to no more than 15% of the City's entitlement plus program income from the previous year)
6. Interim assistance (snow removal, special clean-up, etc.) in emergency conditions
7. Completion of urban renewal activities (included in approved U.R. plans)
8. Relocation payments and assistance
9. Improvements needed to remove architectural barriers for persons with disabilities
10. Acquisition, construction, installation of utility lines and facilities
11. Assistance with housing constructed or rehabilitated under the Housing Development Grant or Rental Rehabilitation programs
12. Rehabilitation of private or public residential units, including:
 - a. acquisition for the purpose of rehabilitation
 - b. funding labor and/or materials
 - c. refinancing existing debt in conjunction with rehabilitation
 - d. improving energy and water conservation
 - e. connecting housing units to water or sewer lines
 - f. providing support services such as counseling, work write-up, loan processing, inspections
13. New construction of residential rental property for low-income households, up to 50% of total costs
14. Assistance to micro-enterprises
15. Code enforcement
16. Preservation or restoration of historic properties
17. Renovation of closed school buildings for eligible reuse
18. Special Economic Development activities which provide:
 - a. commercial or industrial improvements carried out by grantee or non-profit subrecipient including acquisition, construction, reconstruction, or construction of commercial or industrial buildings, structures, and other real property equipment and improvements; or
 - b. assistance to private for-profit entities for any activity determined to be "appropriate" to carry out an economic development project that: 1) creates or retains jobs for low and moderate-income persons; 2) creates or retains businesses owned by community residents; 3) assists businesses that provide goods or services needed by and affordable to low and moderate income residents; or 4) provides technical assistance to promote such activities

19. Special activities by a Community Based Development Organization (CBDO) for the purpose of providing neighborhood revitalization, community economic development, or energy conservation. Activities carried out by the following types of organizations:
 - a. Neighborhood-based non-profit organizations
 - b. Section 301 (d) Small Business Investment Companies
 - c. Community Housing Development Corporations (CHDOs)
20. Planning, management, and program administration activities, including fair housing

C. There Are Some Limitations on the Use of CDBG Funds:

1. At least 70% of the grant must be used for activities primarily benefiting low and moderate-income households
2. No more than 15% of annual grant resources can be spent on "public services", which includes both social service and job training programs
3. No more than 20% of the grant can be spent on program administration costs, which includes planning, management and technical assistance to citizens, and fair housing programs

D. What Geographic Areas are Covered by CDBG?

1. **For Low and Moderate Income Benefit:** Activities like job training or social services, which provide services directly to a low or moderate-income persons or households, can occur anywhere in the City. Activities such as a new park, which provide benefits to a neighborhood or other geographic area, rather than to individuals, are targeted to the Community Development Impact Area, or CDIA. *Note: the CDIA boundaries are subject to change when new 2000 Census data is released.*

The CDIA is made up of all areas in which at least 51% of the population has incomes at or below 80% of the Atlanta area median income. Within the CDIA, the City will give funding priority to areas with poverty levels at or above 35%.

2. **For Slum and Blight Removal:** A project can eliminate specific blighting conditions at a single building or site, or in State approved Redevelopment Areas. Call the Bureau of Planning at (404) 330-6145 for additional information about Redevelopment Areas.

For additional information about the CDBG Program, call Grants Management at 404-330-6112.

XII. THE HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM

A. What is the HOME Program?

The HOME Program was created by the National Affordable Housing Act of 1990 (NAHA) and has been amended several times by subsequent legislation. The objectives of the program are:

1. Provide decent affordable housing to lower-income households,
2. Expand the capacity of non-profit housing providers,
3. Strengthen the ability of state and local governments to provide housing, and
4. Leverage private sector participation

HOME projects must provide housing assistance to low and moderate-income households, as defined by HUD's Section 8 Guidelines:

2/20/03 Sec. 8 Income By Family Size	1	2	3	4	5	6	7	8 or more
ANNUAL Very Low. Inc.	24,900	28,500	32,050	35,600	38,450	41,300	44,150	47,000
ANNUAL Low/Mod Inc.	39,550	45,200	50,850	56,500	61,000	65,550	70,050	74,600
MONTHLY Very Low Inc	2,075	2,375	2,671	2,967	3,204	3,442	3,679	3,917
MONTHLY Low/Mod Inc.	3,296	3,767	4,238	4,708	5,083	5,463	5,838	6,217

B. What Activities are Eligible for HOME Funding?

1. Homeowner Rehabilitation: HOME funds may be used to assist existing owner-occupants with the repair, rehabilitation or reconstruction of their homes
2. Homebuyer Activities: the City may finance the acquisition and/or rehabilitation or new construction of homes for low/moderate income homebuyers
3. Rental Housing: Affordable rental housing may be acquired and/or rehabilitated or constructed
4. Tenant-Based Rental Assistance (TBRA): Financial assistance for rent, security deposits and, under certain conditions, utility deposits may be provided to tenants. Assistance for utility deposits may only be provided in conjunction with a TBRA security deposit or monthly rental assistance program.

C. There Are Some Limitations on the Use of the City's HOME Funds:

1. Fifteen percent (15%) of HOME funding must be set aside for Community Housing Development Corporations (CHDOs). To receive designation as a CHDO, contact the Bureau of Housing and Code Enforcement at (404) 330-6410.
2. The HOME Program requires non-federal match funding at 12.5% of annual grant amount.
3. Administrative costs cannot exceed 10% of the annual allocation

D. What Geographic Areas are Covered by HOME?

A HOME project can occur anywhere within the City of Atlanta but priority funding consideration will be given to HOME activities that occur within the Community Development Impact Area (CDIA). The CDIA is made up of all areas in which at least 51% of the population has incomes at or below 80% of the Atlanta area median income.

E. Keeping HOME-Assisted Units Affordable

To ensure that HOME investments yield affordable housing over the long term, HOME imposes rent and occupancy requirements over the length of an affordability period. For homebuyers and rental projects, the length of the affordability period depends on the amount of the HOME investment in the property and the nature of the activity funded. The table below provides the affordability periods.

HOME Investment Per Unit	Length of the Affordability Period
Less than \$15,000	5 years
\$15,000-40,000	10 years
More than \$40,000	15 years
New construction of <i>rental</i> housing	20 years
Refinancing of <i>rental</i> housing	15 years

For additional information on HOME, call the Bureau of Housing and Code Enforcement at 404-330-6410.

XIII. EMERGENCY SHELTER GRANT PROGRAM

A. What is the National Objective of the Emergency Shelter Grant (ESG) Program?

To provide safe and sanitary shelter and necessary supportive services for the homeless.

B. What Activities Are Eligible for ESG Funding?

1. Renovation, major rehabilitation, or conversion of buildings (but not acquisition or new construction) for use as emergency shelters for the homeless.
2. Provision of essential services (up to 30% of grant): services concerned with employment, health, drug abuse and education; may include assistance in obtaining permanent housing, medical and psychological counseling and supervision, employment counseling, nutrition counseling, substance abuse treatment/counseling, assistance in obtaining other Federal, State and local assistance, child care, transportation, job placement, job training, and staff salaries necessary to provide these services. Services must be new or have quantifiably increased from that provided by City funds (other than ESG) during previous 12 calendar months.
3. Operational expenses, including maintenance, operations, insurance, utilities, furnishings, and administration.
4. Activities to prevent homelessness, including emergency financial aid, financial assistance in transitioning into permanent housing, landlord/tenant mediation services, and legal services in eviction proceedings.
5. Expenses of grant administration.

C. There Are Some Limitations on the Use of ESG Funds:

1. No more than 30% of the annual ESG grant may be used for essential services and homeless prevention activities.
2. Staff costs (salary, fringe benefits) for shelter operations are limited to 10% of ESG grant.
3. Grant administration expenses are limited to 5% of the grant.

D. What Geographic Areas are Covered by ESG?

This program is citywide; however, supportive service programs may make placements of homeless persons/families into shelters, transitional housing, or permanent housing within or outside the City.

For additional information about the ESG Program, call Grants Management at 404-330-6112

Preliminary 2004 CDBG/ESG/HOME RANKING SHEET
Full Ranking Form

PROJECT NAME _____
AGENCY NAME _____

PROPOSAL #
REQUESTED \$ _____

2002 FUNDING \$ _____

To rank project, score sections A, B, C plus the relevant project category.

	MAXIMUM POINTS	EARNED POINTS	COMMENTS
A. <u>PLANNING AND GENERAL CRITERIA</u>			
1. Significantly impacts goals in more than one project category	5		
2. Applicant is community-based organization/CHDO	5		
3. Incompatible with CDP policies and priorities	-10		
4. Can be accomplished under existing, broader program	-10		
5. Evidence of NPU opposition	-10		
6. Evidence of other community opposition	-5		
7. Other Considerations: _____	-15/+15		
B. <u>FISCAL CRITERIA</u>			
1. Reduces on-going City costs; contributes to disposal of City-owned property	10		
2. Necessary to protect previous City investment	20		
3. Lacks evidence that other sources of funds were sought (outside agencies)	-5		
4. Commits City to significant future funding obligation to attain eligibility	-15		
5. Latest audit/monitoring includes significant unresolved findings	-15		
6. Is in default or untimely payment on outstanding loan	-15		
7. Written financial procedures are sufficient to ensure management controls	5		
8. For physical improvement projects, administrative costs exceed 20%	-15		
C. <u>PROJECT MANAGEMENT CRITERIA</u>			
1. Requires permanent relocation	-20		
2. Requires provision of replacement housing	-15		
3. General stability and track record of organization	15		
4. Applicant has demonstrated success in related programs or similar activities	12		
5. Applicant lacks capacity to implement expeditiously	-15		
6. Project completion schedule:			
a. Funds expended within 6 months of funds availability	25		
b. Funds expended within 1 ½ years of funds availability	15		
c. Funds expended within 1 ½-2 years of funds availability	5		
d. Funds expended in over 2 years	-20		
7. Lacks evidence of need _____	-10		

8. Lacks documentation of other support or City requirements critical for project implementation (*zoning/special use permit, other resources, etc.*)_____
- _____
-
- _____

-20		
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D. AFFORDABLE HOUSING

1. Priority Low-Income Population (maximum of 30 points):
 - a. Persons at or below 30% of area median income
 - b. Persons at or below 50% of area median income
 - c. Persons with special needs due to age, disabling/terminal illness, incapacitating physical disabilities, or mental illness
2. Type of Housing Assistance:
 - a. Creates low/mod home-ownership opportunities:
 - 1) Increases # standard, affordable owner-occupied homes
 - 2) Provides mortgage, down payment, refinancing assistance
 - b. Provides affordable rental housing units
 - 1) 100% low/mod units
 - 2) 51-99% low/mod units
 - 3) 33-50% low/mod units
 - 4) under 33% low/mod units
 - c. Provides long-term rental assistance
3. Type and Cost of Housing Development:
 - a. Rehabilitation of existing housing stock:
 - 1) Full rehab (\$40,000 of CD/HOME funds/unit maximum)
 - 2) Emergency or partial repairs (\$15,000 of CD/HOME funds/unit maximum)
 - 3) Assists efforts in housing code enforcement
 - 4) Addresses health or safety concerns
 - b. Construction of new low/mod housing:
 - 1) Leverages production at a CDBG/HOME cost/unit of:
 - a) below \$5,000
 - b) \$5,000 - \$9,999
 - c) \$10,000 - \$14,999
 - d) \$15,000 - \$24,999
 - e) \$25,000 and over
 - 2) Repayment of CDBG/HOME:
 - a) without interest
 - b) with interest
 - c) full payment within 5 years
4. Area of Impact:
 - a. Removes dilapidated housing stock
 - b. Provides opportunities for mixed income residential communities
 - c. Maintains housing affordability period of:
 - 1) less than 5 years
 - 2) 5 or more years
5. Match Funding:
 Provides documented non-City match to City \$:
 - a. 2:1 or better
 - b. 1.1:1 – 1.9:1
 - c. less than 1:1, but at least 0.25:1
 - d. no documented match
6. Multi Unit Project Readiness (For Multi-Unit Projects Only)
 - a. Lacks property appraisal submitted
 - b. Liens/legal encumbrances
 - c. Lacks site/building plans and drawings
 - d. Lacks reasonable budget/proforma information
 - e. Lacks affirmative marketing plan
7. Prevents/minimizes displacement of low/mod income persons

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E. ECONOMIC DEVELOPMENT (NON-JOB TRAINING)

1. Creates/retains permanent, private sector jobs at cost of \$5,000/job or less:
 - a. 1 - 25 jobs
 - b. 26 - 100 jobs
 - c. over 100 jobs
2. Creates/retains permanent, private sector jobs at \$5,001- \$10,000 per job:
 - a. 1 - 25 jobs
 - b. 26 - 100 jobs
 - c. over 100 jobs
3. Provides infrastructure improvements supportive of comprehensive development or revitalization efforts
4. Contributes to revitalization/stabilization of commercial areas within CDIA
5. Presence of active, self-sustaining merchants' association
6. Provides direct assistance to minority or female-owned business expansion/development or to micro-enterprises within CDIA
7. Provides documented non-City match (non-City to City \$s):
 - a. 3:1 or better
 - b. 2.1-2.9:1
 - c. 1.1-1.9:1
 - d. Less than 1:1, but at least 0.25:1
 - e. Less than 0.25:1
 - f. No match resources
8. Repayment of CD funds:
 - a. Without interest
 - b. With interest
 - c. Full repayment within 5 years
9. Tax base increase:
 - a. Provides for major or moderate tax increase within 3 years
 - b. Provides for major/moderate tax increase in more than 3 years
10. Includes energy efficiency initiatives

F. HOMELESS FACILITIES/SPECIAL NEEDS HOUSING

1. Facility Purpose (*maximum of 20 points*):
 - a. Creates new or expanded housing units or shelter beds
 - b. Supports/enhances the provision of critical supportive services
 - c. Assists to preserve existing well-operated housing units
2. Rehab Cost
 - a. Minor under \$10,000 per bed
 - b. Major under \$20,000 per bed
3. Facility will still have significant unmet physical needs after project completion
4. Match Funding:
 - a. At least 50% of implementation costs from other sources
 - b. At least 25% of implementation costs from other sources
 - c. At least 10% of implementation costs from other sources
 - d. Less than 10% match sources
5. Non-profit shows stability/resources necessary to maintain/operate facility without additional City funds

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6. Beneficiaries: *(must be primary use for full points; can pro-rate to reflect partial service provided to one of these groups)*
 - a. Families with children and/or minors
 - b. Difficult to serve chronic homeless (e.g. mentally disabled, substance abusers, those w/ criminal histories)
 - c. General street homeless (non chronic homeless)
7. Program includes substantive supportive services, directed to long-term impact, which are provided directly or through formalized linkages

G. ENVIRONMENTAL/COMMUNITY FACILITIES

1. Creates/improves community facility/infrastructure in areas which are significantly underserved
2. Addresses serious problems/deficiencies in existing City infrastructure/facility
3. Significantly increases direct or indirect costs to the City long term to maintain/operate
4. Significantly reduces air/noise pollution or other environmental nuisances
5. For non-City facilities or improvements:
 - a. Sponsoring organization lacks stability/resources to maintain/operate
 - b. Facility will negate or reduce need for direct City provision
 - c. No non-City match \$
 - d. Less than 1:1 match \$
6. Impact of Project/Service:
 - a. Major (direct provision of significant services)
 - b. Moderate (indirect, significant or direct, less significant, range of services)
 - c. Minor (less significant, limited services)
7. Facility cost per client served annually:
 - a. Up to \$500
 - b. \$500 - \$2,499
 - c. \$2,500 - \$4,999
 - d. \$5,000 - \$7,499
 - e. \$7,500 and above
8. Project addresses significant health or safety problem

H. PUBLIC SERVICES: JOB TRAINING

1. Training/placement for low and moderate income persons in permanent employment with benefits:
 - a. Pre-employment training and placement for cost of \$3,000/job or less
 - b. Pre-employment training and placement for cost of \$3,001-\$5,000/job
 - c. Placement without training at maximum \$1,000 per job
 - d. Training without placement at maximum of \$7,500 per trainee
2. Computer training provided with pre-employment skills development
3. Placement rate of 80% or more (calculated as # clients placed divided by # clients completing program)
4. Average wage at placement of \$7.90 per hour or more, or for disabled at minimum wage
5. Job retention rate of 75% or more after 90 days

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6. Provides services to persons with multiple barriers to employment (e.g., non-English speaking, disabled persons, homeless)
7. Provides documented non-City match to City \$s:
 - a. At least 50% of implementation costs from other sources, or City project
 - b. At least 25% of implementation costs from other resources
 - c. Less than 10% match resources
8. Provides placement in permanent employment with benefits, with support services as needed
9. Follow-up services:
 - a. At least 6 months after placement
 - b. At least 12 months after placement

I. PUBLIC SERVICES: SOCIAL SERVICES

1. Serves priority population group (maximum of 12 points):
 - a. Homeless
 - b. Elderly
 - c. Disabled/special needs (e.g. SA, MI, HIV)
 - d. Persons at risk of homelessness, housing loss, or premature institutionalization
2. Prevents/minimizes displacement of low/mod income persons
3. Measurable beneficiary Outcomes proposed:
 - a. Client obtains housing/shelter
 - b. Clients remain in their own homes
 - c. Client secures services that enable them to become self sufficient
 - d. Client receives other basic life needs (e.g. food, clothing, transportation, furnishings)
4. Impact of project/service on clients:
 - a. Comprehensive/Critical
 - b. Major
 - c. Moderate
 - d. Minor
5. Reasonable cost/benefit ratio:
 - a. Critical/Major up to \$3,000/person or Comprehensive residential up to \$16,000/person
 - b. Moderate up to \$500/person
 - c. Minor over \$50/person
6. Program has established/proposed mechanism for tracking clients and evaluating program outcomes
7. Program has established links/partnership agreements with other service providers, as appropriate
8. Match funding:
 - a. At least 50% of implementation costs from other sources
 - b. At least 25% of implementation costs from other resources
 - c. At least 10% of implementation costs from other sources
 - d. Less than 10% match resources

J. ACCESSIBILITY FOR PERSONS WITH DISABILITIES

1. Use of facility or services:
 - a. High use
 - b. Moderate use
 - c. Low use

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2. Facility programming, events or use compatible with needs of group addressed by proposal
3. Services in facility are CDBG funded
4. Facility will still have significant unaddressed accessibility problems after project completion

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K. HISTORIC PRESERVATION

1. Preserves significant resource:
 - a. High use facility 15
 - b. Moderate use facility 10
2. Preservation enables reuse which will secure facility/structure 15
3. Assists in achieving adopted community enhancement efforts 10

L. PLANNING/ADMINISTRATION CRITERIA

1. Relates directly to Consolidated Plan goals 10
2. Meets specific HUD planning/compliance requirements 12
3. Lacks action plan for activities that can implemented expeditiously with a specific funding strategy -10
4. Reflects inclusion of appropriate/affected parties 10
5. Provides documented non-City match to City \$s:
 - a. less than 1:1, but at least 0.25:1 5
 - b. 1:1 or better 8
 - c. no match 0

TOTAL POINTS _____